



State of Illinois

Department of Commerce & Economic Opportunity (DCEO)

Grantee Reporting System

User Handbook for Grantees

May 29, 2009

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INTRODUCTION

Welcome to the Illinois Department of Commerce and Economic Opportunity Grantee Reporting System. This is an electronic reporting system for Expenditure Summary and Invoice Voucher submission. The GRS consists of several screens accessible by grantees. It allows for electronic entry of costs and cash requests.

GENERAL

The Grantee Reporting Systems (GRS) resides on a State of Illinois mainframe computer in Springfield. It is accessed via the Internet through an unpublished website address or the DCEO website. Personal computers configured with an Internet browser such as Microsoft Explorer, are able to access the GRS with no additional software requirements. DCEO assigns each user an identification number (ID) and password to access the GRS. It is the grantees' responsibility to ensure that this ID and password are kept secure and updated.

OVERVIEW

The information from the subgrantees is entered into the GRS. Once entered, it is then used to justify and request grant funds from various branches of Federal Government. Therefore, it is essential that the information reported be accurate and timely.

Cost reporting includes both actual expenditures and accrued costs. Costs may be reported without making a cash request.

The system is designed to display an error message when a transaction is entered incorrectly, or does not meet the compliance criteria established in the executed grant agreement. These safeguards are in place to help prevent the processing of invalid transactions.

The current status of cash requests may be viewed on the system at any time by accessing an inquiry screen.

WORKFLOW

The typical workflow of the GRS is as follows:

- a. Grant Administrators input the grant costs. If needed, a cash request may also be processed.
- b. At least once a week, DCEO reviews and posts cash requests. The frequency may increase depending on program requirements.
- c. DCEO Accounting office staff review and recommend approval/rejection.
- d. DCEO Program staff review and make final approval/rejection.
- e. Cash is requested from the Federal Government as needed.
- f. Approved vouchers are processed and forwarded to the Office of the Comptroller.
- g. The Office of the Comptroller makes payments to the grantee via a warrant or electronic funds deposit.

GRANTEE REPORTING SYSTEM ASSISTANCE

Questions concerning this system may be directed to the DCEO Accounting Office at (217)785-6413. Please contact your DCEO grant program manager for specific contact names and numbers.

INTERNET ACCESS & SIGNON PROCEDURES

Step 1: Open your Internet Browser program (Microsoft Internet Explorer, Netscape, America Online (AOL), etc.) and connect to the Internet through your Internet Service Provider (ISP).

Step 2: In the address area of your browser, type the following web address:

<https://neonwebh.cmcf.state.il.us:8080/dceo/costrpt>

then press <ENTER>

or

Go to the DCEO webpage at <http://www.illinoisbiz.biz/dceo/>. Click on Business Assistance on the left side of the screen. Then click on Grantee Support, again on the left side of the screen. Go to the bottom of the screen and click on Cost Reporting.

Step 3: In Internet Explorer, a **Security Alert** dialogue box will appear. Click the "YES" button to proceed into the site. *This is not a security risk to your computer or company.*

Step 4: In Internet Explorer, an **Enter Network Password** dialogue box will appear asking you for your User Name and Password. Type in your DCEO assigned ID and your personal password and click the <OK> button. *Your assigned ID resembles MHDXXXX and you will utilize your personally set password. As you type, your password will appear as asterisks for security reasons. Do not mark the box "Save this password in your password list".*

Note: *If you are unable to access the next screen, it is possible that you have an expired or invalid password. You may inquire on this and get other assistance by calling the CMS Help Desk at 1-800-366-8768 or email ceo.racfsecurity@llinois.gov.*

Step 5: A black screen with green lettering will appear with navigation buttons on the left side toolbar.

NOTE: From this point on, you will be using only the navigation buttons on the left side of your screen. The <PF> buttons on your keyboard will not function properly in the website.

Step 6: The **Expenditure Reporting Cash Request Menu** is displayed as seen in this example:

The screenshot shows a terminal window with a dark background and green text. On the left side, there is a vertical column of function key labels: ENTER, CLEAR, PF01, PF02, PF03, PF04, PF05, PF06, PF07, PF08, PF09, PF10, PF11, PF12, PF13, PF14, PF15, PF16, PF17, PF18, PF19, PF20, PF21, and PF22. The main area of the screen displays the following information:

DCEO DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY 02/18/09
HD07DPC0 EXPENDITURE REPORTING CASH REQUEST MENU 09:05:26

PLEASE ENTER THE GRANT NUMBER TO BE PROCESSED LOAN DESIGNATOR

F1 - COST REPORTING (#351)
F2 - COST SUMMARY (#352)
F3 - CASH REQUESTS (#353)
F4 - CASH REQUEST TRACKING (#354)
F5 - DIRECT DEPOSIT INQUIRY (#293)
F6 - SUB GRANTEE COST LEDGER SUMMARY (#362)
F7 - SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)
F8 - MISC RECEIPTS DISBURSEMENT SUMMARY (#371)
F9 - SBDG PROGRAM INCOME (#375)
F10 - WIA PERCENTAGE OBLIGATION UPDATE (#377)
F13 - PETITION REPORTING (#391)
F23 - MASTER SYSTEM MENU

Step 7: Proceed with **Cost Reporting and Cash Requests**.

COST REPORTING AND CASH REQUESTS

DCEO DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY 02/18/09
HD07DPC0 EXPENDITURE REPORTING CASH REQUEST MENU 09:05:26

PLEASE ENTER THE GRANT NUMBER TO BE PROCESSED 97 22401 LOAN DESIGNATOR

F1 - COST REPORTING (#351)
F2 - COST SUMMARY (#352)
F3 - CASH REQUESTS (#353)
F4 - CASH REQUEST TRACKING (#354)
F5 - DIRECT DEPOSIT INQUIRY (#293)
F6 - SUB GRANTEE COST LEDGER SUMMARY (#362)
F7 - SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)
F8 - MISC RECEIPTS DISBURSEMENT SUMMARY (#371)
F9 - SDC PROGRAM INCOME (#375)
F10 - WIA PERCENTAGE OBLIGATION UPDATE (#377)
F13 - PETITION REPORTING (#391)
F23 - MASTER SYSTEM MENU

After typing the Grant Number in the two fields (do not use a "-" in the number), you may begin processing transactions for your Grant. This menu is the only place that you are able to input the Grant Number for screens #351, #352, and #353. The purpose of this is to restrict transactions to a single grant at a time to prevent inadvertent entry of other data. It also eliminates the need to retype standard information on each screen that you use. When a transaction is completed, you may advance to the next function or return to the menu as indicated in the navigation area listed at the bottom of each screen. Clicking on the corresponding PF button on the left side of the screen will perform the action requested.

F1 EXPENDITURE REPORTING (#351): This screen is used to report costs by each authorized cost category for the grant. Costs attributable to the current month and the previous month may be reported, provided they are within the Beginning and Ending dates of the grant period. One cost category is displayed at a time and only those costs categories authorized in the grant budget appear.

F2 EXPENDITURE SUMMARY (#352): This screen is the electronic version of the manual expenditure summary form. It provides a single place to review the approved grant budget, costs reported to date, and allowable remaining costs. This screen allows for the completion of the required cost certification statement and in the case of Internet automated closeouts, finalize and lock down cost reporting so the closeout process may begin.

F3 CASH REQUESTS (#353): This screen is utilized to request cash. For some programs, there must be an amount of certified costs reported equal to or greater than the total of all previous and current cash requests.

The following screens do not require a grant number to be entered at the main menu.

F4 CASH REQUEST TRACKING (#354): This screen provides the status of all cash requests made for a grant.

F5 DIRECT DEPOSIT INQUIRY (#293): This screen provides detailed data regarding deposits. It can display information such as dates, warrant numbers, EFT (Electronic Funds Transfer) trace numbers, and individual grant numbers depending on the type of inquiry.

F6 SUB GRANTEE COST LEDGER SUMMARY (#362): This screen provides the same basic information as the Cost Summary (#352), but the costs are shown in total whether they have been certified or not. This screen also allows for data parameters to be entered for customized inquiry.

F7 SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364): This screen provides the complete detail of all transactions on an individual grant. The screen utilizes various parameters to customize the inquiry to either budget or costs and then has the ability to handle data ranges and limits to an individual cost category. All transactions, including any adjustments, are extracted for display according to the input parameters.

F8 MISC RECEIPTS/DISBURSEMENT SUMMARY (#371): Certain programs utilize this generalized screen to input program income and program interest amounts as earned during the grant period.

F9 SBDC PROGRAM INCOME (#375): *Not available to grantee user access*

F23 MASTER SYSTEM MENU: *Not available to grantee user access*

EXPENDITURE REPORTING (#351)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO GRANTEE REPORTING SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> H007DPCA EXPENDITURE REPORTING (#351) 12:50:17 </div> <div style="display: flex; justify-content: space-between;"> MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED </div>										
CLEAR											
PF01	GRANT # 03-22401_ GRANTEE BCMW Community Services Inc										
PF02	EXP CODE 0101 DESCRIPTION PROG. SUP. - SERVICE										
PF03	EXP CODE FOR SPECIFIC INQUIRY										
PF04	PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL 83,401.00										
PF05											
PF06	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">MAY 2003</td> <td style="text-align: center;">NEW COSTS</td> </tr> <tr> <td></td> <td style="text-align: center;">TOTAL TO DATE</td> <td style="text-align: center;">TO REPORT</td> </tr> <tr> <td style="text-align: center;">PREVIOUS MONTH</td> <td style="text-align: center;">4,000.00</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>		MAY 2003	NEW COSTS		TOTAL TO DATE	TO REPORT	PREVIOUS MONTH	4,000.00		
	MAY 2003	NEW COSTS									
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PF07											
PF08											
PF09	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">JUNE 2003</td> <td style="text-align: center;">NEW COSTS</td> </tr> <tr> <td></td> <td style="text-align: center;">TOTAL TO DATE</td> <td style="text-align: center;">TO REPORT</td> </tr> <tr> <td style="text-align: center;">CURRENT MONTH</td> <td style="text-align: center;">9,922.89</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>		JUNE 2003	NEW COSTS		TOTAL TO DATE	TO REPORT	CURRENT MONTH	9,922.89		
	JUNE 2003	NEW COSTS									
	TOTAL TO DATE	TO REPORT									
CURRENT MONTH	9,922.89										
PF10											
PF11											
PF12	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">SUMMARY</td> <td style="text-align: left;">BUDGET</td> <td style="text-align: left;">PEND DECREASE</td> <td style="text-align: left;">CUM TO DATE TOT</td> <td style="text-align: left;">BALANCE</td> </tr> <tr> <td>CAT 0101</td> <td>100,378.00</td> <td></td> <td>97,323.89</td> <td>3,054.11</td> </tr> </table>	SUMMARY	BUDGET	PEND DECREASE	CUM TO DATE TOT	BALANCE	CAT 0101	100,378.00		97,323.89	3,054.11
SUMMARY	BUDGET	PEND DECREASE	CUM TO DATE TOT	BALANCE							
CAT 0101	100,378.00		97,323.89	3,054.11							
PF13	ENTER INQUIRY F7 PREVIOUS F8 NEXT F9 HELP										
PF14	F1 GO TO EXPEND SUMMARY SCREEN F11 MENU										
PF15											
PF16											
PF17											
PF18											
PF19											
PF20											
PF21											
PF22											

1. Select an Expenditure Code line. *To reach a specific Expenditure Code line, the user may either enter the number directly to the field and then click the <ENTER> button, or scroll forward through the authorized Expenditure Code lines by clicking on the <PF8> button on the left side of the toolbar.*
2. Costs to be reported should be entered on the Previous Month or Current Month field under New Costs to Report. *The entry to these lines should correspond with the dates the costs were actually incurred. New costs can be entered multiple times prior to certifying on the Expenditure Summary (#352). **Note: Costs cannot exceed flexibility in the approved budget lines.***
3. To **reduce** costs or to adjust an incorrect entry, the user may enter an amount **followed** by a "-" (minus),
4. When entering costs, clicking on the <PF8> button will advance to the next Expenditure Code line.

5. After all costs have been entered, clicking on the <PF1> button transfers the display to the Expenditure Summary (#352) screen for verification of entry and certification of costs.

EXPENDITURE SUMMARY (#352)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO GRANTEE REPORTING SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> H007DPCB EXPENDITURE SUMMARY (#352) 13:16:58 </div> <div style="display: flex; justify-content: space-between;"> MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED GRANT CLOSED </div>																																													
CLEAR	<div style="display: flex; justify-content: space-between;"> GRANT # 03-22401 GRANTEE BCMW Community Services Inc </div> <p>I HEREBY CERTIFY ALL NECESSARY TASKS HAVE BEEN COMPLETED TO PREPARE THE CLOSE OUT AND WE ARE READY TO PRINT AND SIGN IT: Y F6 APPROVE F10 UN-APPROVE</p>																																													
PF01	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">EXPEND CODE</th> <th style="width: 20%;">BUDGET</th> <th style="width: 20%;">CERTIFIED COSTS</th> <th style="width: 20%;">UNCERTIFIED COSTS</th> <th style="width: 25%;">BALANCE</th> </tr> </thead> <tbody> <tr> <td>0101</td> <td>100,378.00</td> <td>97,323.89</td> <td></td> <td>3,054.11</td> </tr> <tr> <td>0102</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0201</td> <td>1,169,505.00</td> <td>1,019,906.76</td> <td></td> <td>149,598.24</td> </tr> <tr> <td>0202</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0301</td> <td>70,195.00</td> <td>61,068.82</td> <td></td> <td>9,126.18</td> </tr> <tr> <td>0401</td> <td>92,327.00</td> <td>92,200.00</td> <td></td> <td>127.00</td> </tr> <tr> <td>0402</td> <td>6,224.00</td> <td>6,192.85</td> <td></td> <td>31.15</td> </tr> <tr> <td>0403</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	EXPEND CODE	BUDGET	CERTIFIED COSTS	UNCERTIFIED COSTS	BALANCE	0101	100,378.00	97,323.89		3,054.11	0102					0201	1,169,505.00	1,019,906.76		149,598.24	0202					0301	70,195.00	61,068.82		9,126.18	0401	92,327.00	92,200.00		127.00	0402	6,224.00	6,192.85		31.15	0403				
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PF05																																														
PF06																																														
PF07																																														
PF08																																														
PF09																																														
PF10	<p>I HEREBY CERTIFY THAT THE TOTAL DOLLAR AMOUNT OF THIS TRANSACTION REFLECTS ACTUAL COSTS INCURRED, AND THAT ALL EXPENDITURES FROM THESE GRANT FUNDS ARE ONLY FOR APPROVED PROJECT ACTIVITIES. PRESS F2 TO CERTIFY COSTS REPORTED.</p>																																													
PF11																																														
PF12																																														
PF13	<p>F2 CERTIFY COST REPORTED F7 START OVER F8 FORWARD</p>																																													
PF14	<p>F4 RETURN TO EXPEND RPT SCR N F5 TRANSFER TO CASH RQST SCR N F11 MENU</p>																																													
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1. All costs that were recently entered to the Expenditure Reporting (#351) screen will appear in the Uncertified Costs column. *These should be verified against the supporting documentation to insure data entry accuracy.*
2. Costs may be certified by clicking on the <PF2> button.
3. After costs have been certified, they will immediately appear in the Certified Costs column in total with all previously entered costs.
4. Programs utilizing grantee Cash and In-kind match funds will have the <PF9> navigation item listed at the bottom of the screen. To fully certify all costs, once the DCEO funded costs are certified, the <PF9> button will need to be clicked so that Cash and In-kind match costs may also be certified at this time.
5. Clicking the <PF5> button transfers the display to the Cash Request (#353) for entering and certifying current cash requests.

CASH REQUEST (#353)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO GRANTEE REPORTING SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> HD07DPCC CASH REQUEST (#353) 13:18:01 </div> <div style="display: flex; justify-content: space-between;"> MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> PLEASE ENTER NEW GRANT NUMBER TO BE PROCESSED <input style="width: 50px;" type="text"/> LOAN DESIGNATOR <input style="width: 50px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> GRANT # 03-22401 GRANTEE BCMW Community Services Inc </div> <div style="display: flex; justify-content: space-between;"> LOAN DESIGNATOR BORROWER </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> CUMULATIVE OBLIGATION 1,281,804.09 </div> <div style="display: flex; justify-content: space-between;"> RESERVE </div> <div style="display: flex; justify-content: space-between;"> PREVIOUS CASH REQUESTED 1,281,804.09 </div> <div style="display: flex; justify-content: space-between;"> OBLIGATION BALANCE </div> <div style="display: flex; justify-content: space-between;"> CERTIFIED COSTS TO DATE 1,281,804.09 </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> CASH AVAILABLE TO REQUEST </div> <div style="display: flex; justify-content: space-between;"> PENDING REQUEST </div> <div style="display: flex; justify-content: space-between;"> # DATE AMT </div> <div style="display: flex; justify-content: space-between;"> PLEASE ENTER THE FOLLOWING </div> <div style="display: flex; justify-content: space-between;"> YOUR CASH REQUEST <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> CURRENT CASH ON HAND <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 10px;"> <p style="font-size: small;">I CERTIFY THAT ANY CASH ON HAND IS NECESSARY TO MEET IMMEDIATE CASH NEEDS. PRESS F2 TO CERTIFY/PROCESS CASH REQUEST.</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> F2 CERTIFY/PROCESS CASH REQUEST F6 VOID PENDING REQUEST </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> F4 GO TO EXP REPORTING F5 GO TO EXP CERTIFICATION F11 MENU </div> </div> </div>
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CLEAR

PF01

PF02

PF03

PF04

PF05

PF06

PF07

PF08

PF09

PF10

PF11

PF12

PF13

PF14

PF15

PF16

PF17

PF18

PF19

PF20

PF21

PF22

1. Verify the line shown as "Cash Available to Request". This line in certain programs will be limited to the amount of certified costs reported.
2. Enter the amount of cash to be requested on the "Your Cash Request" line.
3. Enter the amount of any cash on hand on the "Current Cash on Hand" line.
4. Certify the current cash request by clicking on the <PF2> button. At the time this cash request is certified, it will immediately appear on the "Pending Request" line. *Note: A grant may only have one cash request in process at a time.*
5. A request amount appearing on the "Pending Request" line may be VOIDED until it is processed by DCEO. Clicking on the <PF6> button will VOID a request. A new amount can then be entered, if necessary.
6. Programs requiring grantee match funds will display the total amount of certified matching costs on this screen in the middle for verification. The amount of Cash and In-kind match is informational only and does not affect amount of cash request.
7. Clicking the <PF11> button returns the user to the Expenditure Reporting Cash Request Menu.

CASH REQUEST TRACKING (#354)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO GRANTEE REPORTING SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> HD07DPCD CASH REQUEST TRACKING (#354) 13:19:40 </div> <div style="display: flex; justify-content: space-between;"> MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED </div>																																																																																				
CLEAR	TRANSFER: 02 22401 GRANTEE BCMW Community Services Inc DESIG _																																																																																				
PF01	GRANT # 02 22401 GRANTEE BCMW Community Services Inc DESIG _																																																																																				
PF02	GRANT AMOUNT 1,443,816.00																																																																																				
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1. Type the grant number and click the <Enter> button to inquire.
2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.
3. Clicking the <PF1> button will provide additional information about payment requests and vouchers. This detail will provide a warrant number or EFT number, if the payment has been issued by the Office of the Comptroller.
4. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

DCEO		ELECTRONIC DEPOSIT OF CASH SYSTEM		02/18/09	
HD07EP03		DIRECT DEPOSIT INQUIRY (#293)		13:21:36	
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED					
TRANSFER TO SCREEN <input type="text"/>					
GRANT NO	<input type="text" value="02"/>	22401	BANK ACCOUNT NO	<input type="text"/>	FEIN <input type="text"/>
WARRANT	<input type="text"/>	DATES: FROM	<input type="text"/>	THRU	<input type="text"/>
GRANTEE NAME	BCMW COMMUNITY SERVICES INC <input type="text"/>				
VOUCHER	DATE	BANK ACCOUNT NO	WARRANT	ELDEP	GRANT NO
DATE	ISSUED	BANK ACCOUNT NO	WARRANT	TRACE	GRANT NO
06/13/03	06/16/03	8108051759	AT00000000		03-22401
				TOTAL	DEPOSIT
					305,641.00
06/10/03	06/11/03	8108051759	AT00000000		03-22401
				TOTAL	DEPOSIT
					11,435.00
05/16/03	05/19/03	8108051759	AT00000000		03-22401
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				TOTAL	DEPOSIT
					10,000.00
05/06/03	05/07/03	8108051759	AT00000000		03-22401
				TOTAL	DEPOSIT
					28,000.00
05/02/03	05/05/03	8108051759	AT00000000		03-22401
				TOTAL	DEPOSIT
					28,000.00
				TOTAL	DEPOSIT
					41,639.00
ENTER INQUIRY F5 CLEAR F8 FWD F9 HELP F11 TRANSFER F6 MENU					

- 13

SUB GRANTEE COST LEDGER SUMMARY (#362)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO GRANTEE REPORTING SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> HD07GPA2 SUB GRANTEE COST LEDGER SUMMARY (#362) 13:27:01 </div> <p>MSG 014-THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST</p> <div style="display: flex; justify-content: space-between;"> TRANSFER TO SCREEN PRINTER 2ND </div> <div style="display: flex; justify-content: space-between;"> FFY PROGRAM </div> <div style="display: flex; justify-content: space-between;"> GRANT 02 - 22401 GRANTEE BCMW Community Services Inc </div> <div style="display: flex; justify-content: space-between;"> COSTS REPORTED FROM THRU VIEW MATCH) CASH INKIND BOTH </div> <div style="display: flex; justify-content: space-between;"> EXP BUDGET COSTS BALANCE </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE DESCRIPTION</th> <th style="text-align: right;">BUDGET</th> <th style="text-align: right;">COSTS</th> <th style="text-align: right;">BALANCE</th> </tr> </thead> <tbody> <tr> <td>0101 PROG. SUP. - SERVICE</td> <td style="text-align: right;">97,323.89</td> <td style="text-align: right;">97,323.89</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>0201 CLIENT ASSIST. - BENEFITS</td> <td style="text-align: right;">1,019,906.76</td> <td style="text-align: right;">1,019,906.76</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>0301 ADMINISTRATION</td> <td style="text-align: right;">61,068.82</td> <td style="text-align: right;">61,068.82</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>0401 COOLING - BENEFITS</td> <td style="text-align: right;">92,200.00</td> <td style="text-align: right;">92,200.00</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>0402 COOLING - ADMIN</td> <td style="text-align: right;">6,192.85</td> <td style="text-align: right;">6,192.85</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>0404 SPECIAL - ECON. DEV.</td> <td style="text-align: right;">.00</td> <td style="text-align: right;">.00</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>0405 COOLING - PROGRAM SUPPORT</td> <td style="text-align: right;">5,111.77</td> <td style="text-align: right;">5,111.77</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>GRAND TOTAL</td> <td style="text-align: right;">1,281,804.09</td> <td style="text-align: right;">1,281,804.09</td> <td style="text-align: right;">.00</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> ENTER INQUIRY F2 NEXT GRANT F7 PREVIOUS F8 NEXT F11 TRANSFER F5 PRINT F6 MENU </div>	CODE DESCRIPTION	BUDGET	COSTS	BALANCE	0101 PROG. SUP. - SERVICE	97,323.89	97,323.89	.00	0201 CLIENT ASSIST. - BENEFITS	1,019,906.76	1,019,906.76	.00	0301 ADMINISTRATION	61,068.82	61,068.82	.00	0401 COOLING - BENEFITS	92,200.00	92,200.00	.00	0402 COOLING - ADMIN	6,192.85	6,192.85	.00	0404 SPECIAL - ECON. DEV.	.00	.00	.00	0405 COOLING - PROGRAM SUPPORT	5,111.77	5,111.77	.00	GRAND TOTAL	1,281,804.09	1,281,804.09	.00
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1. Type the grant number and click on the <Enter> button to inquire.
2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.
3. Other inquiries may be displayed depending on the information input for inquiry on this screen. Additional information can include a date range of costs reported, and for certain programs, a limiting indicator to view only cash or in-kind match budget and costs reported.
4. Clicking the <PF6> button returns the user to the Expenditure Reporting Cash Request Menu.

SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO GRANTEE REPORTING SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> HD07GPA4 SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364) 13:27:59 </div> <p>MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED</p> <p>TRANSFER TO SCREEN <input type="text"/></p> <p>GRANT <input type="text" value="03"/> - <input type="text" value="22401"/> BCMW Community Services Inc</p> <p>VIEW BUDGET) ALL <input checked="" type="checkbox"/> ESTABLISHMENT <input type="text"/> MOD <input type="text"/> PERIOD <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>VIEW COSTS) ALL <input type="text"/> PERIOD <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>RESTRICT TO EXP CODE <input type="text"/> MATCH) CASH <input type="text"/> INKIND <input type="text"/> BOTH <input type="text"/></p> <p>EXP -NEW-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SEL</th> <th>CODE</th> <th>MO</th> <th>YR</th> <th>DESCRIPTION</th> <th>TYPE</th> <th>DATE</th> <th>BUDGET</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>0101</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>PROG. SUP. - SERVICE</td> <td>ESTABLISH</td> <td>06/21/2002</td> <td>81,384.00</td> </tr> <tr> <td><input type="text"/></td> <td>0101</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>PROG. SUP. - SERVICE</td> <td>MOD 03</td> <td>04/14/2003</td> <td>18,994.00</td> </tr> <tr> <td><input type="text"/></td> <td>0101</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>PROG. SUP. - SERVICE</td> <td>DEOB</td> <td>09/16/2003</td> <td>(3,054.11)</td> </tr> <tr> <td><input type="text"/></td> <td colspan="6" style="text-align: right;">TOTAL 0101</td> <td>97,323.89</td> </tr> <tr> <td><input type="text"/></td> <td>0201</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>CLIENT ASSIST. - BEN</td> <td>ESTABLISH</td> <td>06/21/2002</td> <td>687,737.00</td> </tr> <tr> <td><input type="text"/></td> <td>0201</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>CLIENT ASSIST. - BEN</td> <td>MOD 02</td> <td>02/20/2003</td> <td>49,981.00</td> </tr> <tr> <td><input type="text"/></td> <td>0201</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>CLIENT ASSIST. - BEN</td> <td>MOD 03</td> <td>04/14/2003</td> <td>431,787.00</td> </tr> <tr> <td><input type="text"/></td> <td>0201</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>CLIENT ASSIST. - BEN</td> <td>DEOB</td> <td>09/16/2003</td> <td>(149,598.24)</td> </tr> <tr> <td><input type="text"/></td> <td colspan="6" style="text-align: right;">TOTAL 0201</td> <td>1,019,906.76</td> </tr> <tr> <td><input type="text"/></td> <td>0301</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>ADMINISTRATION</td> <td>ESTABLISH</td> <td>06/21/2002</td> <td>46,364.00</td> </tr> <tr> <td><input type="text"/></td> <td>0301</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>ADMINISTRATION</td> <td>MOD 03</td> <td>04/14/2003</td> <td>23,831.00</td> </tr> </tbody> </table> <p style="text-align: center;">ENTER INQUIRY F2 UPDATE F6 MENU F7 PREVIOUS F8 NEXT F11 TRANSFER</p>	SEL	CODE	MO	YR	DESCRIPTION	TYPE	DATE	BUDGET	<input type="text"/>	0101	<input type="text"/>	<input type="text"/>	PROG. SUP. - SERVICE	ESTABLISH	06/21/2002	81,384.00	<input type="text"/>	0101	<input type="text"/>	<input type="text"/>	PROG. SUP. - SERVICE	MOD 03	04/14/2003	18,994.00	<input type="text"/>	0101	<input type="text"/>	<input type="text"/>	PROG. SUP. - SERVICE	DEOB	09/16/2003	(3,054.11)	<input type="text"/>	TOTAL 0101						97,323.89	<input type="text"/>	0201	<input type="text"/>	<input type="text"/>	CLIENT ASSIST. - BEN	ESTABLISH	06/21/2002	687,737.00	<input type="text"/>	0201	<input type="text"/>	<input type="text"/>	CLIENT ASSIST. - BEN	MOD 02	02/20/2003	49,981.00	<input type="text"/>	0201	<input type="text"/>	<input type="text"/>	CLIENT ASSIST. - BEN	MOD 03	04/14/2003	431,787.00	<input type="text"/>	0201	<input type="text"/>	<input type="text"/>	CLIENT ASSIST. - BEN	DEOB	09/16/2003	(149,598.24)	<input type="text"/>	TOTAL 0201						1,019,906.76	<input type="text"/>	0301	<input type="text"/>	<input type="text"/>	ADMINISTRATION	ESTABLISH	06/21/2002	46,364.00	<input type="text"/>	0301	<input type="text"/>	<input type="text"/>	ADMINISTRATION	MOD 03	04/14/2003	23,831.00
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1. Type the grant number, select BUDGET or COSTS, then click on the <Enter> button to inquire.
2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.
3. Other inquiries may be displayed depending on the information input for inquiry on this screen. The BUDGET view can be limited by marking either the Establishment or Modification indicator, and by entering a date range. The COSTS view can be limited by entering a reporting period, or by entering a range of dates that the information was actually input to the GRS. Both views can be restricted to a specific Expenditure Code, or Match lines.
4. Clicking the <PF6> button returns the user to the Expenditure Reporting Cash Request menu.

MISC RECEIPTS/DISBURSEMENTS SUMMARY (#371)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO ACCOUNTING MANAGEMENT INFORMATION SYSTEM 02/18/09 </div> <div style="display: flex; justify-content: space-between;"> H007DPBB MISC/RECEIPTS DISBURSEMENT SUMMARY (#371) 13:29:05 </div> <div style="display: flex; justify-content: space-between;"> MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED </div> <div style="text-align: center; margin-top: 10px;"> TRANSFER TO SCREEN: <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> GRANT NO.: <input style="width: 30px;" type="text"/>03 - <input style="width: 50px;" type="text"/>22401_ SUB GRANT ID <input style="width: 30px;" type="text"/> </div> <div style="margin-top: 5px;"> GRANTEE NAME: BCMW COMMUNITY SERVICES INC </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CUMULATIVE BAL:</th> <th style="text-align: right;">RECEIPTS</th> <th style="text-align: right;">DISBURSEMENTS</th> <th style="text-align: right;">BALANCE</th> </tr> </thead> <tbody> <tr> <td>PGM INCOME</td> <td style="text-align: right;">.00</td> <td style="text-align: right;">.00</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>PGM INTEREST</td> <td style="text-align: right;">.00</td> <td style="text-align: right;">.00</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>STAND IN</td> <td></td> <td style="text-align: right;">.00</td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> CURRENT TRANSACTION: </div> <div style="display: flex; margin-top: 5px;"> <div style="width: 20%;">PGM INCOME</div> <div style="width: 40%; border-bottom: 1px solid black; margin-left: 10px;"></div> <div style="width: 40%; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <div style="display: flex; margin-top: 5px;"> <div style="width: 20%;">PGM INTEREST</div> <div style="width: 40%; border-bottom: 1px solid black; margin-left: 10px;"></div> <div style="width: 40%; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <div style="display: flex; margin-top: 5px;"> <div style="width: 20%;">STAND IN</div> <div style="width: 40%; border-bottom: 1px solid black; margin-left: 10px;"></div> <div style="width: 40%; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <div style="display: flex; margin-top: 10px;"> <div style="width: 15%;">MONTH <input style="width: 30px;" type="text"/></div> <div style="width: 15%;">YEAR <input style="width: 30px;" type="text"/></div> <div style="width: 70%;">DESC <input style="width: 90%; border-bottom: 1px solid black;" type="text"/></div> </div> <div style="display: flex; margin-top: 5px;"> <div style="width: 30%; border-bottom: 1px solid black;"></div> <div style="width: 70%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> ENTER INQUIRY F2 CHANGE F9 HELP F10 MENU F11 TRANSFER </div>	CUMULATIVE BAL:	RECEIPTS	DISBURSEMENTS	BALANCE	PGM INCOME	.00	.00	.00	PGM INTEREST	.00	.00	.00	STAND IN		.00	
CUMULATIVE BAL:	RECEIPTS	DISBURSEMENTS	BALANCE														
PGM INCOME	.00	.00	.00														
PGM INTEREST	.00	.00	.00														
STAND IN		.00															

1. Type the grant number and click on the <Enter> button to inquire.
2. Enter any Program Income and Program Interest amounts on the appropriate lines. Both the receipt and expenditure of these revenues must be recorded prior to proper closeout of the grant. *Note: SBDC grantees will not be able to enter program income amounts on this screen.*
3. The month and year of the individual entries can be input with a short description.
4. Click the <PF2> button to save the information.
5. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

SUB GRANTEE PERCENTAGE OBLIGATION TABLE (#377)

ENTER	<div style="display: flex; justify-content: space-between;"> DCEO HD07WP01 GRANTEE REPORTING SYSTEM SUB GRANTEE PERCENTAGE OBLIGATION TABLE (#377) 02/18/09 13:30:07 </div>																																				
CLEAR	<div style="display: flex; justify-content: space-between;"> TRANSFER TO SCREEN <input type="text"/> PRINTER ID <input type="text"/> PRINT REPORT PERIOD: <input type="text"/> / <input type="text"/> </div>																																				
PF01	GRANT <input type="text"/> - <input type="text"/> GRANTEE <input type="text"/>																																				
PF02	LOCAL ADMIN: <input type="text"/>																																				
PF03	TOTAL EXPENDITURES (PER 362)																																				
PF04	FUNDS OBLIGATED:																																				
PF05	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">YOUTH</th> <th style="width: 20%; text-align: center;">ADULT</th> <th style="width: 20%; text-align: center;">DISLOC WORKERS</th> </tr> </thead> <tbody> <tr><td>VOCATIONAL TRAINING</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>ACADEMIC TRAINING</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>ITA'S</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>OJT CONTRACTS</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>EQUIPMENT</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>SUMMER EMPLOYMENT CONTRACTS</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>WIA FUNDED TRAINING TAA ONLY</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>OTHER</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>		YOUTH	ADULT	DISLOC WORKERS	VOCATIONAL TRAINING	<input type="text"/>	<input type="text"/>	<input type="text"/>	ACADEMIC TRAINING	<input type="text"/>	<input type="text"/>	<input type="text"/>	ITA'S	<input type="text"/>	<input type="text"/>	<input type="text"/>	OJT CONTRACTS	<input type="text"/>	<input type="text"/>	<input type="text"/>	EQUIPMENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	SUMMER EMPLOYMENT CONTRACTS	<input type="text"/>	<input type="text"/>	<input type="text"/>	WIA FUNDED TRAINING TAA ONLY	<input type="text"/>	<input type="text"/>	<input type="text"/>	OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PF06	TOTAL FUNDS OBLIGATED																																				
PF07	TOTAL EXPENDITURES AND OBLIG																																				
PF08	TOTAL BUDGET (PER 362)																																				
PF09	PERCENTAGE OF FUNDS OBLIGATED																																				
PF10	"I HEREBY CERTIFY THAT THE TOTAL AMOUNT OBLIGATIONS REPORTED ABOVE ARE A TRUE REFLECTION OF THE TOTAL AMOUNT OF ORDERS PLACED, CONTRACTS AND SUB GRANTS AWARDED, I.E. NOT ENCUMBERED, ITA'S, GOODS AND SERVICES RECEIVED."																																				
PF11	ENTER INQUIRY F2 PROCESS F5 PRINT F10 MENU F11 TRANSFER																																				
PF12																																					
PF13																																					
PF14																																					
PF15																																					
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PF17																																					
PF18																																					
PF19																																					
PF20																																					
PF21																																					
PF22																																					

1. Type the grant number and click on the <Enter> button to inquire. *Note: Only WIA formula (68) and Rapid Release (65) grantees are able to utilize this screen.*
2. Type the amount of local obligations for the appropriate funding source and cost category. *Note: Amounts entered to this screen do not increase or decrease any previously entered amounts. Amounts entered on this screen will replace the existing data. Corrections are made by entering the new amount.*
3. Click the <PF2> button to enter these amounts or changes to the GRS.
4. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

SIGN-OFF PROCEDURES FROM INTERNET ACCESS

Step 1: Close the Internet Browser program by clicking on the "X" in the upper right hand corner of the display screen.

This action will close down the Internet Browser program and remove any information that may have been "held" by the computer while accessing the GRS.

CHANGING PASSWORDS

To be completed in detail at a later date.

Your password must be changed every 30 days. When it is time to enter a new password, a dialog box will appear prompting you to change your password. Type the new password in twice to make the changes. Password must be at least 8 characters long with at least 1 letter and 1 number/digit. Each password can only be used once every 12 months.